

## HMIS Data Quality Report Card

Sample Reporting Period 6/1/2013-6/30/2013

### PROGRAM INFORMATION

Agency Name: Community Action Partnership



### Data Quality and Completeness:

Complete and accurate records are needed to ensure quality

#### Demographic Data

Total  
Clients: 116

	# Missing	% Missing
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	1	0.86%
length of Stay	1	0.86%
Zip Code	2	1.72%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	0	100.00%

 Fields with values over 5% errors.  
 Fields with values 5% or less.  
0.00% Fields with no errors.

Missing data includes responses such as: "Don't Know," "Refused," "Unknown," and invalid responses. A program should have less than 5% missing field rate in order to ensure accurate data. Missing intake and exit data needs to be reviewed by staff on a regular basis and any additional Universal Data Element information received from the consumer after intake should be entered into HMIS.

#### Report Name: Data Timeliness Report

Program	1 - 7 days	8 - 14 days	15 - 21 days	22 - 30 days	31 - 60 days	61 - 90 days	over 90 days
ESG	102	6	1	0	2	0	6

This report calculates the difference between the program entry date specified for the client and the date the client's application was entered into the system. For example, if a client's Program Entry date of "April 4, 2010" was recorded on April 9, 2010, then the report would calculate a 5 day lag time in recording data. The report groups the number of applications by program and has 7 buckets for the number of days an application has been lagging.